



## MOSQUITO CONTROL DISTRICT

---

### **Board of Trustees Meeting Minutes**

*October 14, 2003 7:00 PM*

Clark County Health Department  
Environmental Public Health Conference Room  
1950 Ft. Vancouver Way  
Vancouver, Washington

#### **1.0 – OPENING OF MEETING**

##### **1.1 Call to order**

Chair Mark Rees called the meeting to order at 7:00 p.m.

##### **1.2 Roll call**

Members Present: Michael Ciraulo, Randall King, Dean Lindgren, Raul Moreno, Mark Rees, and Tim Ross. Also present were staff members Lou Dooley, Cheryl Staggs and Steve Kessler, and presenter Rob Barrentine, Vancouver architect.

##### **1.3 Review/approval of July 8, 2003 meeting minutes**

Dean Lindgren moved, and Randall King seconded the motion to approve the minutes of the July 8, 2003 Board meeting as written; motion passed and minutes were so approved.

##### **1.4 Review/approval of agenda**

Lou Dooley requested that the Board revise the order of business to move consideration of agenda item out of order to facilitate a budget discussion first and accommodate the presentation by Rob Barrentine. Michael Ciraulo moved to approve the agenda with the proposed revisions, Dean Lindgren seconded, and the motion was passed. (Outline below will reflect revised order of discussion items.)

#### **2.0 - RECOGNITION OF VISITORS**

##### **2.1 Citizen comments**

No citizen comments were presented.

##### **2.2 Introductions**

Rob Barrentine, new building project architect, was welcomed to the meeting.

## **3.0 - CONTINUING BUSINESS**

### **3.3 Adoption of 2004 budget**

Lou presented a sheet defining the areas covered under the 2004 program budget for supplies and services/charges, and addressed questions about the budget that had been presented at the July meeting:

#### **3.3.1 Line item review**

- a) **Drugs/Chemicals:** budgeted amount dropped to \$15,000. Previous increases were provided in years of high activity and anticipation of West Nile virus; the amount was brought back down per usage of pesticides in the past year. This entire budget item is for pesticides; these are purchased through the bid process.
- b) **Fees for Service:** budgeted amount \$35,000. This item was built up in anticipation of using flight service to provide aerial applications by helicopter. \$10,000 is included for architectural services. A larger allowance is made for increased printing of brochures and educational materials. Amount also reflects a contingency should independent legal counsel be needed.
- c) **Insurance:** this amount is to pay for liability, personal protection, auto and fire insurance coverage.
- d) **Educational Travel/Expenses:** the budgeted amount is to cover registration, meals, air travel, parking expenses incurred in crew recertification training, Northwest Vector Control Association meeting attendance for crew and board members, pest control operator licenses.

#### **3.3.2 Discussion of budget issues**

- a) The question was raised and short discussion ensued about whether there is a method in place or needed to document staff work times/locations; concern was expressed that the District should be able to demonstrate accountability for staff time.
- b) A question was asked about what would happen if there is a need for more pesticide: is there a contingency to increase the budgeted amount if needed?
- c) The communications line item amount was questioned, as to whether the amount is high enough. Lou explained that the line item is intended for telephone communications, etc. The majority of communication monies will come from the allocated printing costs.
- d) It was asked whether the District spent its budgeted amount for 2003 (\$268,549). Lou advised that the final expenditure for the year will not be known until early in 2004 when the end of year fiscal accounting is prepared.
- e) It was asked whether there is a revenue sheet. Lou advised that revenue is set by the auditor's office and determined by tax-based formula.
- f) It was asked whether the budget documentation should include reserve fund, revenue and expenditures sheets, and capital expenditures. These can be provided.
- g) A question was asked whether salaries reflect benefits. There are none for the crew. The salary item does reflect a 20% increase in crew salaries.

### **3.3.3 Adoption of 2004 budget**

At the conclusion of the above discussion, a motion was made and seconded to approve the 2004 program budget in the amount of \$278,406. The motion passed unanimously, and the budget was adopted. (Copy attached)

## **4.1 Building/Space Issues**

Rob Barrentine presented an update on the new building project.

### **4.1.1 Timeline: Rob shared an overview of the necessary processes. Points made about the project:**

- a) Drawings are now complete and plans/specs developed.
- b) Some difficulties have been incurred with the planning processes; Clark County wants the mosquito control building project processes to be a part of its own processes, rather than separate. The County master plan was not approved, and its project must go through land use planning, slowing the mosquito control project development.
- c) Rob shared the probable timeline:
  - Pre-application conference submittal is scheduled for 10/23; a pre-application conference will ensue 11/13.
  - Site plan review submittal for CCMCD will occur 11/20 (plan review type 2 review provides for process of 28 days or less).
  - Review decision is a 78-day process; extending the timeline to the first week in March.
  - Bidding can occur in March if processes run the full time allowable.
  - Permit should be issued in mid-April; building can begin in April
  - The overall timeline could be shorter than outlined above.

### **4.1.2 Project budget changes were reviewed that have increased the total budget \$75,000:**

- a) Widening roadways was necessary
- b) Building width was increased 5'
- c) Emergency showers/eye wash area added
- d) Women's restroom added
- e) Previous quote was made with the assumption that the project would not be subject to prevailing wage requirements; this has now been added, and accounts for ½ of total adjustment (building width increase is the other major item)

### **4.1.3 Building plans: Rob reviewed the structural site drawings and detail schedules with the Board**

- a) Clark County has provided a GIS package
- b) Siting at another location outside County property would cost an average of \$307,000 more.
- c) As soon as permitting processes are complete, Rob is approved to conduct the bid process.
  - If the bidding processes begin outside the time frame for a regularly-scheduled Board meeting, an executive meeting could be called to approve actions and bid selected.

### **3.1 Review/authorization of fiscal resolution**

Lou addressed the Board about the changes in requirements from Clark County's perspective. The reporting structure has changed, creating a system with less documentation, a situation of concern to the Board. The resolution granting authority should help resolve some of the facilitation problems. Lou shared that:

- a) A contract must be written with the County for the facilitation of processes.
- b) Lou asked the Board to consider meeting with the attorney for a 1-2 hour session to talk about the terms of the re-written contract. In preparation, Lou will put together a list of issues if the Board desires.
- c) The Board agreed to the need for a meeting with counsel. Dean moved to set such a meeting, which would be open to anyone who wants to meet with the attorney. Discussion ensued. Randall seconded the motion, which passed unanimously.

### **3.2 Review of job/class descriptions**

It was pointed out that CPR, first aid card requirement is not mentioned in the job descriptions. This point was discussed:

- a) The cost for keeping crew first aid certification up should be investigated; then a decision made whether to put the requirement into the job descriptions.
- b) Perhaps the option to re-certify, rather than a requirement, should be written into the descriptions.

## **4.0 - NEW BUSINESS**

### **4.1 New building update discussed in continuing business, Section 3.0 above**

### **4.2 Liability insurance update**

Lou distributed copies of the Washington Governmental Entity Pool (WGEP) coverage proposal

- a) The Board reviewed an outline of the proposed limits and the proposal package.
- b) Cost would be just over \$5,000/year; equivalent to what the health district paid.

### **4.3 Interim Statement and Guidance on the Application of Pesticides**

Lou shared that the Environmental Protection Agency wants to make a formal policy regarding approval of pesticides. EPA asked the District to forward public comment to legislators; Lou did so, and the Board reviewed copies of his response.

### **4.4 Discussion of crew training for public presentation**

Development of a general PowerPoint presentation was suggested, that could be put together and available to presenters.

- a) That effort would fit within the existing budget.
- b) There would probably be 6-8 public presentations per year, more given within County departments.
- c) Lou will put together a schedule for the preparation of presentations

## **5.0 – FINANCIAL REVIEW**

### **5.1 Review of invoices/work orders sheets**

The Board examined the provided expenditure documentation.

## **5.2 Summary fiscal report**

The need was reiterated for a summary report. Dr. Ross moved, and Michael Ciraulo seconded that a summary of expenses paid should be included in Board packets, based upon copies of Accounting Assistant Mary Kunkel's invoices received and paid. The motion passed.

## **6.0 – NEXT MEETING PLANNING/ADJOURNMENT**

### **6.1 January general meeting agenda**

Tentative items for consideration January 13:

- a) New building update
- b) Expenditure reporting
- c) 2003 Adult Mosquito Surveillance Report and 2003 CCMCD Annual Report
- d) Review of Board membership status/renewal of board appointments
- e) Please contact Cheryl Staggs with additional agenda items:

Phone: (360) 397-8057

E-mail: [cstaggs@swwhd.wa.gov](mailto:cstaggs@swwhd.wa.gov)

### **6.2 Adjournment**

Dean Lindgren moved to adjourn the meeting at the conclusion of the above business. The motion was seconded and passed, and the meeting adjourned at 8:35 PM.

Respectfully submitted,

---

Cheryl Staggs, Recorder

---

Lou Dooley, Director

---

Tim Ross, Secretary-Treasurer